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C-A OPERATIONS PROCEDURES MANUAL

4.71 Use of Alternative to Iridian Iris Reader

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Hand Processed Changes

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Collider-Accelerator Department Chairman Date

T. Tallerico

4.71 Use of Alternative to Iridian Iris Reader

1. Purpose

This procedure details the required sequence to bypass the Iridian Iris Reader in the event the unit malfunctions (unit will not release keys when required). An Iris Reader malfunction is defined as a mode in which the unit will not permit authorized personnel to obtain entry keys from the key tree.

1.1. Definitions

- 1.1.1. Iris Reader – A device that identifies an individual by the distinct features of their iris.
- 1.1.2. Key Tree – A panel with a number of identical keys. The keys can only be removed upon a registered user receiving positive recognition by the Iris Reader.
- 1.1.3. Registered User – A person who has had their iris scanned and has a template of their iris in the Iris Reader memory.

2. Responsibilities

- 2.1 The Radiation Safety Committee (RSC) Chair, or designee, shall approve the use of this alternative method to the Iris Reader.

3. Prerequisites

- 3.1 Each member of the Access Control System (ACS) team shall be trained on the proper use and operation of the Iridian Iris Reader.

4. Precautions

None

5. Procedure

In the event the Iris Reader should malfunction and not permit an authorized individual to obtain a key from the key tree, the following procedure should be followed:

- 5.1 There shall be a wall mounted momentary switch connected in parallel with the Iris Reader.
- 5.2 There will be one key for this switch, which will be kept in the C-A QA Office lockbox.

- 5.3 Upon approval of the RSC Chair, or designee, the Operations Coordinator (OC) records in the OC Log that the Iris Reader alternative key has been approved for use.
- 5.4 Upon obtaining the key the OC shall insert the Iris Reader alternative key in the momentary switch and proceed to turn it in the clockwise direction and hold it.
- 5.5 While holding the alternative key in the clockwise position, have the authorized person requiring entry remove the key from the key tree.
- 5.6 After the key is removed, allow the alternative key you are holding to return to its normal position and proceed to remove it.
- 5.7 Verify that no further keys can be removed from the key tree.
- 5.8 Return the Iris Reader alternative key to the QA Office lockbox.

6. Documentation

None

7. References

- 7.1 Iridian Iris Access 9.10 Entry Access Control System - Operations Guide, (400-3.2).

8. Attachments

None